



We build strength, stability, self-reliance *and* shelter.

Date: 3/17/22
Job Title: Grant Writer
Classification: Regular, full-time, exempt
Salary: \$50,000 to \$55,000+ DOE
Application Closes: When Filled

Habitat for Humanity of Snohomish County (HFHSC) brings people together to build homes, community and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat seeks individuals who have a willingness to affirm these principles and values.

This position is part of the three-person Resource Development team responsible for the full range of development activities that meets annual fundraising metrics and positions the organization for future growth, success, and long-term sustainability. Specifically, this role is responsible for writing proposals and securing funds for operating, program and special initiatives that advance our mission. It provides accurate and timely reporting with public agencies, foundations, and corporations, and supports donor stewardship and relationship-building between HFHSC and these key constituencies.

NOTE: This position is currently listed as full-time, but has option to be .8 FTE (32 hours/week) with benefits and some remote hours.

Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Understand annual HFHSC funding needs and identify grant sources to reach income targets for operating, program-specific, event sponsorship, special initiatives, and capital funding. Perform prospect research on foundations and corporations.
- Manage annual grants calendar and maintain impeccable records tracking and reporting. Maintain funding history and contact information in Little Green Light donor database.
- Monitor grant opportunities through Habitat International. Identify those of best strategic value to HFHSC and fulfill application process and resulting reporting requirements.
- Monitor public funding opportunities, bring opportunities forward to Director for evaluation and possible resource allocation.
- Work with Finance to gather information necessary to report corporate/foundations funders on current grant programs. Solicit organizational and program budgets to include in grant proposals.
- Comply with all grant reporting as required by corporate/foundation donors.





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- Build and maintain toolkit of affiliate information, program profiles and statistics, and financial performance to use in creating compelling funding proposals.
- Provide stewardship to current donors. Link with Marketing Communications Specialist to assure institutional donors receive affiliate communications and produce periodic tailored updates to funders. Handoff new corporate sponsors to MarCom for fulfillment of their sponsorship benefits.
- Make appointments for Executive Director and/or Resource Development Director with foundation officers and other prospects; arrange onsite tours for supporters (foundation officers and trustees)
- Assist with other fundraising projects as requested.

Knowledge and skills

- Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals.
- Strong editing skills and attention to detail.
- Knowledge of fundraising information and research sources, and familiarity with fundraising
- Experience with proposal writing and institutional donors.
- Knowledge of fundraising information and research sources, and familiarity with fundraising research techniques and methods.
- Ability to meet deadlines.
- Able to monitor and meet income goals
- Strong contributor in team environments.

Qualifications

- Have a strong passion for and be able to articulate the mission, values, and goals of Habitat for Humanity of Snohomish County.
- Minimum of three years' experience with grant writing.
- High school diploma or equivalent is required. Bachelor's degree is preferred.
- Demonstrated track record of securing grants and building relationships with funders.
- Experience in deadline-drive environments.
- Able to work well in team environment, handle multiple assignments and meet deadlines.

Habitat for Humanity Snohomish County provides a comprehensive benefits package including but not restricted to: Medical, dental and vision benefits; paid vacation, sick leave and holidays. Employer is open to discussing a remote work location and alternative work schedule. HFHSC is an Equal Opportunity Employer.

To apply, send a resume, cover letter, and three references to: Jobs@habitatsnohomish.org

